

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**RESEARCH ANALYST  
GENERAL ADMINISTRATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Performs difficult administrative and technical research work for various departments of the City. Employee reports to the City Attorney.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs research directly related to management policies and/or the general business/administrative operations of the City. Work involves performing research to answer legal questions and questions related to property currently, formerly or potentially owned by the City. Work also involves seasonal legislative functions and preparing related reports. Employee must exercise independent judgment, discretion, and initiative in completing assignments. Employee must also exercise tact and courtesy in frequent contact with other City employees, taxpayers, attorneys and the general public. Work is performed under limited supervision of the City Attorney and is evaluated through observation, conferences and review of work performed.

**ILLUSTRATIVE EXAMPLES OF WORK**

Performs title searches and other research relating to property, examining records and data as necessary and available through various City departments and other sources, such as deeds of trust, liens, records of civil actions and special proceedings, Uniform Commercial Codes, wills, maps, tax abstracts, etc.; performs preliminary title searches for City Attorney's office on property to be sold by City.

Performs legal research and drafts legal documents as requested.

Plans and implements the City's legislative program.

Tracks City-related legislation while the General Assembly is in session.

Prepares reports from data compiled from City-wide legislation.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance and research programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes data in preparation of standardized reports.

Establishes and maintains a variety of tangible files, filing and retrieving information as requested or otherwise necessary.

## **RESEARCH ANALYST**

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the methods, procedures and documents involved in title searches, and the ability to perform complete title searches.

General knowledge of North Carolina General Statutes.

General knowledge of legal research and investigation methodology, and the ability to perform general legal research.

General knowledge of County government structure and operation.

General knowledge of modern office practices and procedures.

Skill in the use of popular computer-driven file maintenance programs.

Ability to maintain moderately complex legal records.

Ability to draft routine legal documents.

Ability to understand oral and written instructions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to compile data from a variety of sources and prepare clear reports from such information.

Ability to exercise tact and courtesy in frequent contact with co-workers, taxpayers, attorneys, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Associate's degree in law or specialized training as a paralegal and 1 to 2 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

## RESEARCH ANALYST

### COMPETENCIES

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 15  
Exempt